

DISTRIBUTION OF FORMS NOS. 36-7 & 36-10 FOR NON-EXTENSIBLE SUPPLIES & EQUIPMENT

STATINTL

STATINTL R/W (CONSIGNEE)	INT. SEC. & PROP. OFFICER	WAREHOUSE
<p>4 3 2 ORIGINAL 36-7</p> <p>1. Prepares reqn. in quadruplicate. (See attached Form No. 36-7 for preparation instructions).</p> <p>2. After signing "Deliver To" space, fwds. copies nos. 1 thru 3 to Br. S. & P.O.</p> <p>4 36-7</p> <p>1. Retains reqn. copy no. 4 in suspense file.</p> <p>5 SIGNED 36-10</p> <p>1. Upon receipt of supplies, destroys copy no. 4 of Form No. 36-7 and retains D/T copy no. 5 in file.</p>	<p>3 2 ORIGINAL 36-7</p> <p>1. Approves and signs all copies of Form No. 36-7 and fwds. to Chief,</p> <p>5 36-7</p> <p>1. Retains copy no. 3 in suspense file.</p> <p>2. Upon receipt of supplies checks reqn. copy no. 3 against D/T copy no. 4 and makes necessary corrections.</p> <p>3. Assigns Debit voucher no. to copy no. 3 of Form No. 36-7 and copy no. 4 of Form No. 36-10.</p> <p>4. Posts reqn. copy no. 3 to Accounts Control and places in jacket file.</p> <p>4 SIGNED 36-10</p> <p>1. Posts D/T copy no. 4 as debit voucher to S/R Acct. and places in voucher file.</p>	<p>3 2 ORIGINAL 36-7</p> <p>1. Assigns reqn. no. to all copies of Form No. 36-7.</p> <p>2. Fwds. reqn. copy no. 3 to Br. S. & P.O.</p> <p>3. Fwds. original reqn. to Whse.</p> <p>2 36-7</p> <p>1. Retains reqn. copy no. 2 in suspense file.</p> <p>6 36-10</p> <p>1. D/T copy no. 6 is checked against reqn. copy no. 2 for corrections in reqn. control file.</p> <p>ORIGINAL 36-10</p> <p>1. Edits reqn. for nomenclature and availability.</p> <p>4 3 2 ORIGINAL 36-10</p> <p>1. Prepares Form No. 36-10 in sextuplicate listing all available items requested on Form No. 36-7 and other necessary information.</p> <p>2. Assigns credit voucher no. to all copies of Form No. 36-10.</p> <p>3. Effects delivery.</p> <p>4. Obtains signature from R/O on copies nos. 1 thru 4 of Form No. 36-10.</p> <p>5. R/O retains copy no. 5 for file.</p> <p>6. Fwds. copies nos. 4 to Br. S. & P.O.</p> <p>7. Fwds. copies 2&3 to PCS.</p> <p>8. Fwds. copy no. 6 to reqn. control file in</p> <p>1 ORIGINAL SIGNED 36-10</p> <p>1. Posts D/T copy no. 1 as credit voucher to S/R Acct. and files in voucher file.</p>

25X1

INSTRUCTIONS

1. Prepare in quadruplicate.
2. Do not number requisition.
3. Since the Services Division will number the requisition and return one copy to the requisitioning office, please refer to requisition number when making any inquiries.
4. Filling of orders will be accomplished more expeditiously if the following instructions are observed:
 - (a) List all items in stock number sequence and all forms in numerical sequence under Standard, Commission, and/or other forms.
 - (b) Do not list more than one item on each line.
5. This form is not to be used for duplicating or printing and binding requests.
6. Forward requisition in accordance with prescribed Administrative Instructions.

	PROGRESS			STOCK	VENDOR	PROC. DOC. NUMBER	DUE DATE	FOLLOW-UP						DATE RECEIVED
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DISTRIBUTION OF REQUISITIONS FOR EXPENDABLE SUPPLIES FORM NO. 36-7

RESPONSIBLE OFFICER (CONSIGNEE)		WAREHOUSE													
<p>1. Prepares Form No. 36-7 in quadruplicate. (See attached for preparation instructions).</p> <p>2. Signs "Deliver To" space and fws. copies nos. 1 thru 3 to Chief, </p> <p>3. Retains copy no. 4 in suspense file.</p> <p>4. Upon receipt of supplies destroys copy no. 4 and retains copy no. 2 in file.</p>	<p>1. Reviews and edits for nomenclature, stock nos. etc.</p> <p>2. Approves and fws. all copies to appropriate Whse.</p>	<p>1. Retains copy no. 3 in suspense file.</p> <p>2. Assigns credit voucher to all copies prior to delivery.</p> <p>3. Effects delivery.</p> <p>4. Obtains signature of consignee on copy no. 1.</p> <p>5. Consignee retains copy no. 2.</p> <p>6. Copy no. 3 is checked against copy no. 1 and corrected.</p> <p>7. Fws. copy no. 3 to P.C.S.</p> <p>1. Posts as credit voucher to S/R Acct. and places in voucher file.</p>	<p>1. Posts copy no. 3 as credit voucher to Whse. Acct.</p> <p>LEGEND:</p> <table border="0"> <tr> <td>No.</td> <td>Number</td> </tr> <tr> <td>nos.</td> <td>numbers</td> </tr> <tr> <td>Whse.</td> <td>Warehouse</td> </tr> <tr> <td>Fws.</td> <td>Forwards</td> </tr> <tr> <td>S/R Acct.</td> <td>Stock Record Account</td> </tr> <tr> <td>P.C.S.</td> <td></td> </tr> </table>	No.	Number	nos.	numbers	Whse.	Warehouse	Fws.	Forwards	S/R Acct.	Stock Record Account	P.C.S.	
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INSTRUCTIONS

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3. Since the Services Division will number the requisition and return one copy to the requisitioning office, please refer to requisition number when making any inquiries.
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 - (b) Do not list more than one item on each line.
5. This form is not to be used for duplicating or printing and binding requests.
6. Forward requisition in accordance with prescribed Administrative Instructions.

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DISTRIBUTION OF "PROPERTY TURN-IN OR TRANSFER SLIP" FORM NUMBER 36-24
(PROPERTY TURN-INS TO CENTRAL Supply Warehouse)

25X1

RESPONSIBLE OFFICER	BR. SUPPLY & PROPERTY OFFICER	WAREHOUSE													
<p>1. Prepares Form No. 36-24 in sextuplicate. (See attached for preparation instructions)</p> <p>2. Fwds copies nos. 1 thru 5 to Br. S. & P.O. for approval and signature.</p> <p>1 ORIGINAL 36-24</p> <p>6 36-24</p> <p>1. Retains copy no. 6 in suspense file.</p> <p>2. Whse. representative acknowledges receipt of items turned in by stamping suspense copy.</p> <p>3. Places copy no. 6 in property file.</p>	<p>1. Approves turn-in and signs in "I CERTIFY..." space in lower right hand corner of Form No. 36-24. (See attached)</p> <p>2. Br. S. & P.O. registers and assigns credit voucher no. to all copies.</p> <p>3. Fwds copies nos. 1 thru 4 to Whse.</p> <p>1 ORIGINAL 36-24</p> <p>5 36-24</p> <p>1. Retains copy no. 5 in suspense file.</p> <p>2. Upon receipt of signed copy no. 2, posts copy no. 5 to Accounts Control and files in individual jacket file after necessary corrections have been made and signature of receiving individual has been indicated.</p> <p>1 SIGNED 36-24</p> <p>2. Posts signed no. 2 copy as credit voucher to S/R Accts., and places in vouchers file.</p>	<p>1. Retains copy no. 4 in suspense file.</p> <p>2. Receives and checks property turned in.</p> <p>3. Assigns debit voucher no. to all copies.</p> <p>4. Signs copies nos. 1, 2 and 3 in lower right hand corner of "Branch or Services Division Supply" space of Form No. 36-24 acknowledging receipt of supplies. (See attached).</p> <p>5. Fwds. copy no. 2 to Br. S.&P.O.</p> <p>6. Fwds. copies nos. 3 and 4 to P.C.S.</p> <p>1 ORIGINAL SIGNED 36-24</p> <p>1. Posts copy no. 1 as debit voucher to S/R Acct. and places in voucher file.</p>	<p>1. Posts copy no. 4 as credit voucher to Br. S.&P.O.'s acct.</p> <p>2. Posts signed copy no. 3 as debit voucher to Whse. S/R Acct.</p> <p>1 SIGNED 36-24</p> <p>LEGEND:</p> <table border="0"> <tr> <td>No. nos.</td> <td>Number numbers</td> </tr> <tr> <td>Whse.</td> <td>Warehouse</td> </tr> <tr> <td>Fwds.</td> <td>Forwards</td> </tr> <tr> <td>S/R Acct.</td> <td>Stock Record Account</td> </tr> <tr> <td>P.C.S.</td> <td></td> </tr> <tr> <td>Br. S.&P.O.</td> <td>Branch Supply & Property Officer.</td> </tr> </table>	No. nos.	Number numbers	Whse.	Warehouse	Fwds.	Forwards	S/R Acct.	Stock Record Account	P.C.S.		Br. S.&P.O.	Branch Supply & Property Officer.
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Br. S.&P.O.	Branch Supply & Property Officer.														

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